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The Bureau of Land Management Service Center Newsletter April 1993

CENTER SCENE

NEW HEPM NAMED

Emily M. Alvarado was recently named the Hispanic Employment Program Manager (HEPM) for the Service Center. Emily was born in Taos, New Mexico, a rural community in northern New Mexico. She is an alumni of the Denver Public School System (Ebert Elementary, Cole Junior High, and Manual High), and is presently a student at Colorado Christian University, where she will receive her baccalaureate in May 1994.

All 14 years of Emily's Federal service have been with BLM. She began her BLM career in 1979 as a Work While Actually Employed (WAE) employee at the Taos Resource Area Headquarters (TRAH). Here she held various positions, including serving as clerk for multiple resources (range, lands, minerals, recreation), serving the public, and serving as a Spanish language translator. From Taos, she moved to the Arizona State Office as a Pilot Program Inspector for the Automated Land and Mineral Record System (ALMRS). Later she relocated to the Wyoming State Office as ALMRS Lead. In December 1988, she transferred to the Service Center as Implementation Specialist and then moved into her present position as Management Analyst (Data Dictionary Specialist) for the Division of Project Management.

Emily has always been involved with human resource initiatives that focus on improving Hispanic/Latino representation in the diversified workforce of the Federal and State governments, as well as the private sector. Because of her involvement with HEP activities she has received appreciation awards from BLM; the Forest Service; the National Park Service; and city, county, and State agencies. She is a member of National Image, Inc., a national Hispanic organization committed to the employment, education, and civil rights of Hispanic Americans.

Emily has been married for 28 years to Raymond P. Alvarado. Together they use their instrumental and vocal talents to promote Mexican music. Since 1974, they have been employed part-time at Casa Bonita restaurant as "Strolling Troubadours." Emily says that in the past she had to work two jobs to feed her large family of eight children and now she can't break the habit! She is also the proud grandmother of 18 (number 19 to be born in May) grandchildren and 2 great grandchildren.

FEGLI OPEN SEASON

There will be an open season for Federal Employees' Group Life Insurance (FEGLI) from March 29-April 30, 1993. Premiums for basic coverage and for optional coverage in certain age groups were reduced as of the first pay period of 1993. Open season will provide employees an opportunity to take advantage of these reductions.

This open season, the first in 7 years, is only for active employees—it does not include retirees. During open season, employees can begin FEGLI coverage, even if they previously declined coverage. They can also increase or change coverage if they are already enrolled.

Enrollment changes should be made on the Life Insurance Election Form (Standard Form 2817). Contact Gloria Hildreth in Personnel for forms and/or further information.

PERSONNEL NEWS

New Employees:

Melissa Dukes, Personnel Staffing Specialist, SC-631
Bonnie Hauck, Computer Specialist, SC-343
Demetra Kalliorousis, Student Trainee (Realty), SC-651
Shannon Kozeal, Office Automation Clerk (Staff Assistant), SC-310
Kenneth Morin, Environmental Engineer, SC-672
Patricia Old, Data Coordination Specialist, SC-214

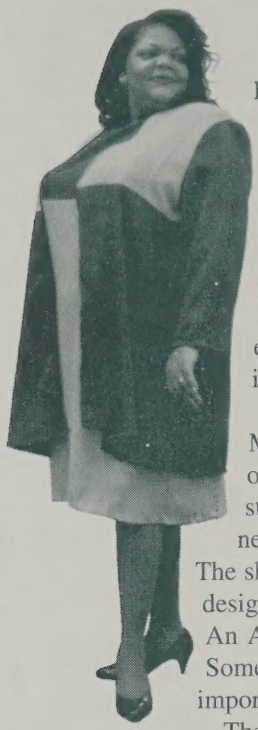
Separations:

Patrick Jackson, Program Analyst, SC-130

ROADS AND GROUNDS UPDATE

- Sixth Street is currently closed. The alley on the north side of Building 50 is inaccessible. An access road has been built across the lawn from the parking lot to the loading dock.
- Once Sixth Street is finished, Seventh Street will be closed.
- Parking at Building 53, including 15 BLM spaces, will be totally eliminated.
- Building 51 will be torn down this summer and converted to green space.

IN FASHION



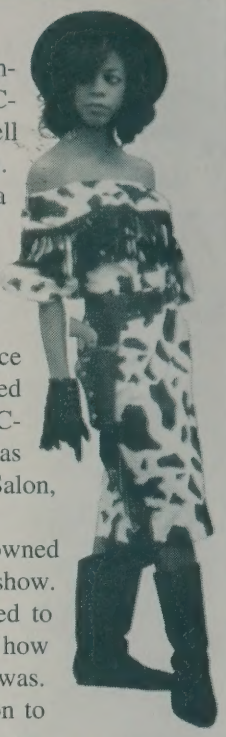
Terryll Washington

On February 24, 1993, a group of the Black Employee Program Committee members, headed by Terryll Washington (SC-342A), sponsored a program commemorating Black History Month. The program spotlighted fashions by Sharelle, a black business owner from the local community. This year, Sharelle, a popular fashion designer and entrepreneur, gave Service Center employees a sampling of her efforts and achievements by presenting a fashion show.

During the show, commentator Marsha Mallory-Bennett reflected on the contributions of blacks throughout history while the models strolled the aisles wearing western wear, business attire, Afrocentric attire, and evening attire. The show also featured Sharelle's first love and the designs that have made her famous—"Jackets With An Attitude," as well as some of her hat designs. Some of the fabrics that she used in her fashions were imported all the way from Ghana, West Africa.

The entire program was choreographed by Carla Lindsey, a professional choreographer. Carla also modeled the fashions, as did Service Center employees Terryll, Melissa J. Lewis-Collins (SC-342A), Sabrina Morris (SC-329.6), Linda Mozell (SC-615), Ethylene Crenshaw (SC-342C). Shawntell Fox (daughter of Terryll) and Lacresha Pankey (daughter of Sharelle), both of George Washington High School, and LaVon Parker and Judy Allen, both of the Lowry Finance and Accounting Center, donated their time and expertise in modeling the fashions. Other Service Center employees who assisted as dressers included Donamarie Beatty (SC-343B), Sandy Dilbeck (SC-343B), and Faye Bogan (SC-675). Hair styling was supplied by Cheryl Lovelace-Patton of Angles Salon, another black-owned business.

The Hors D'Oeuvre Specialist, also a black owned business, provided desserts following the fashion show. Attendance was excellent and everyone seemed to enjoy the program and enthusiastically spoke of how professional, informative, and entertaining it was. Thanks go to Terryll for her untiring dedication to making this effort worthwhile. Thanks also to everyone who participated in and attended the program.



LaVon Parker

A LOOK INSIDE THE BRANCH OF PROCUREMENT

Your Space Leasing Professionals

In 1987, the General Services Administration (GSA) delegated authority to BLM, through the Secretary of the Interior, to enter into leasehold interests with commitments not to exceed 5 years (firm term). This means that BLM is allowed to acquire leased space in those locations where GSA has *less* than 250,000 square feet of assigned space. Most locations where BLM has offices are covered, with the exception of most State Offices, which are located in major metropolitan areas. However, two State Office leases, Nevada's and New Mexico's, are under BLM's jurisdiction. GSA manages approximately 58 assignments for BLM space in major metropolitan locations, multitenant leases, and Federal buildings.

The Real Property and Space Acquisition Section (SC-651C) currently administers approximately 110 leases for space in 17 states. Fifty-two of those leases have been awarded by BLM, many for construction of new facilities, such as in El Centro, Safford, Santa Fe, Grand Junction, Twin Falls, Burley, Cody, Pinedale, Battle Mountain, Riverside, Palm Springs, Ely, Rock Springs, Ridgecrest, Alturas, and Newcastle. New construction projects are currently underway in Carlsbad, Ukiah, Bakersfield, and Pocatello.

The delegation of leasing authority is a coveted privilege (BLM is the only agency within the Department that has this authority). With this authority, the Section is able to provide better space through cooperative efforts with clients. One of the most important benefits is the opportunity for teamwork on a project from inception through administration of the lease. This team effort provides quality space in a shorter time. Compared to GSA actions, the Section's lead time for acquiring space had been reduced by 75 percent. The valuable input from those who will be using the space results in a more functional facility with everyone taking pride in the fact that they were instrumental in creating the end product.

What is a Specialty, Study, & Supply Group?

What do seeds, desert tortoise, cadastral surveys, wild horse roundups, and hazardous materials have in common? On the surface not a lot, but when you put them all together they spell a part of the workload for the Procurement Branch's Specialty, Study, and Supply Section (SC-651B). By the close of fiscal year 1992, the employees of the Section had solicited and written 96 contract awards that obligated over $8.5 million. This total does not include over $5 million in requirements-type contracts in which money is obligated for individual task orders rather than at the start.

The Section furnishes support to the States and the Service Center for procurement of supplies and services estimated at $25,000 and over. A vital link in the procurement process is open communication between contracting personnel and the requisitioner of the needed supplies or services. This open communication is encouraged and will aid both parties in successful procurement. As soon as a need arises, contracting personnel should be contacted with any questions about the process. A team effort starting from need through receipt of the item or service will result in quality service in the shortest possible time.

For those procurements that will be advertised by means of an Invitation for Bid, a minimum of 90 calendar days lead time is required. For those efforts that will be negotiated, a minimum lead time of 120 calendar days is required. Those minimum timeframes should be taken into consideration when planning for needed supplies or services.